

## **Records 101 (update 3/06)**

As directed by the ASFA BoD I wrote an article for FAN about records and common errors that I experience. The article was printed in the May/June 2002 FAN. What I came up with were lists of points which I felt were important. These applied to any person attending an ASFA event in regard to the submission of records. While some of them are only suggestions others are rules or policies. I then did my best to reference which rule/policy. This update will hopefully bring these lists current with our latest rulebook and subsequent changes. I hope to keep adding to this and would love for any person to email me with additions. They could be something that is done in their area and has improved their trials from the records prospective or a rule/policy that I missed.

I can be reached for questions either by email, snail mail or phone. If I don't know the answer I will find out and we will learn together. If ever you see misinformation in regard to your hound(s) please let me know immediately and I will make the necessary corrections. When you contact me be sure to identify the hound by breed, call name, registered name and registration number. The same goes for a club. It's a good idea to look at your trial when it comes out in FAN. If you find any errors contact me and I will pursue getting those errors corrected.

### **Entries**

1. Always use the most current form available. They are downloadable from the ASFA website at [www.asfa.org](http://www.asfa.org). The entry form includes an area for both your email and the region where you reside. (If you don't know your region – ask someone.) We would like to be able to pull data by region and this will help immensely.
2. If you create your own computer-generated version, be sure to include all the information just like the current ASFA entry form. Especially the registration number which has a tendency to be cut off.
3. Always include or encourage the inclusion of email addresses. This makes contacting the owner/agent easier should a question arise or to confirm when the hound completes a title.
4. Be sure entries are legible. I can only input what I can interpret.
5. Club name/initials and the date of the trial must be at the top of the entry. **Ch. IV Sec 6**
6. All entries must be 5 ½ X 8 ½. **Ch IV Sec 3 #1**. Please be sure to separate from other half of sheet.
7. Entries are to be completed in entirety by all exhibitors. This is especially important for first time-entered hounds. **Ch. II Sec 1 #7** Every FTS should be reviewing for completeness when they are filling out the record sheet. Then obtaining any missing data from the owner at the trial if necessary.
8. If the entry is marked that it is a first ASFA point trial, it is the FTS's responsibility to be sure that the hound certification and the required copy of acceptable registration is included. If the Hound Certification has been waived, a copy of the signed waiver and proof of the title must accompany first entry in an ASFA pointed trial.
9. The entry must be marked if the hound has been dismissed for the trial to count as a clean trial. **Ch. VIII Sec 2**
10. If a hound is lame, in-season, absent at roll call, etc., (not pulled after a course), document at the top of the entry. **An entry MUST be included for these hounds. See Ch VI Sec 1 C.**
11. A photocopy of acceptable registry must be submitted with a hound's first ASFA entry. (Waived for NGA registered hounds) **Ch. V Sec 4 (a)** {effective 1/1/03}. **It is the responsibility of the owner/agent to supply but it is the responsibility of the Field Trial Secretary to require.** Copies of pedigrees (certified or not) are NOT acceptable.

### **Record Sheets**

1. Record sheets must be completed in entirety. **Pg #57 (page 40 of the loose leaf books) of the current Running Rules.** This includes the BIF sheet!!
2. Any hound listed on sheet and scratched out must have a reason listed. (i.e., pulled lame, in-season, absent, etc.) **Ch. VI Section 1 (f)**
3. Only lame, in-season, hounds pulled due to change of judge/lure operator or hounds determined to have a breed disqualification are eligible for refund of the entry fee. **Ch. I Section 3** The record sheet should reflect the refund was given. All other hounds listed will count toward per-capita.
4. Writing must be legible!! Especially if there were changes made to the course(s) and/or blanket color(s).
5. Always recheck the addition. Owners/handlers should check addition as they review the posted sheets. We are, after all, only human.
6. All forfeits must be clearly marked or the tie will stand. Just because there is a placement marked does not constitute a forfeit. There can be no assumptions. **Policy #317**

7. BOB should be marked above the 1 of the winning hound.
8. Only the total score of runoffs/BOB should be listed when more than one judge.
9. Judges are to be listed in alphabetical order by last name. **Policy #321**
10. If a stake is mixed it cannot be changed after the prelims. **Policy #318**
11. Hounds entered in the single stake should be listed on the same record sheet. They do not need separated by breed. **See pg #40 (pg #28 of loose leaf books) of the current Running Rules**
12. When the record sheet is changed due to a mathematical error or entry error, initial changes.
13. The name of the field clerk is required on the sheet. See policy #234

### **Judges Sheets**

1. Must be signed by the judge.
2. Club initials and date of event must be listed.
3. Breed, course, stake, and judge (1 or 2) must be marked. The easiest way to insure that this is done is for the FTS to have sheets marked when they are given to the judge. The clerk then needs to verify correct sheet was used.
4. The judge must initial all changes.
5. A reason **must** be marked for any hound that is excused, dismissed or disqualified. **Ch. III Sec 17**
6. A suggestion to help decrease the risk of reversing Judge #1 and #2 scores when entering them onto the record sheet is to place #1 on top of #2 with the total scores of both visible. You can then look down at yellow #1/#2, etc. Exception is if there are blanket errors noted on either sheet.

### **Over All**

1. Original paperwork is to be submitted and copies retained by the club.
2. Follow the organization listed on **pg #57 (pg #40 of the loose leaf book)** of the current Running Rules & Field Procedures for Lure Field Trials.
  - \*When stakes are mixed they can be listed either on the same record sheet (space permitting) or separate. Place the open entry, open record sheet, FCh entries then FCh record sheet followed by the judges' sheets in order. If they are listed on the same sheet then put the Open entries, FCh entries, record sheet followed by the judges' sheets. The same scenario can be used when running different breeds together.
3. Please do not send records in any method that requires a signature for delivery. There are multiple other methods available to send the records and track them.
4. Per capita fee and fines must be submitted by club check or money order. No personal checks can be accepted. **Ch. VI Sec 1 (g)**
5. An error found after the trial but prior to submission of records is explained in **Policy #294**. So, it is strongly suggested that you check over **everything** prior to sending the records off.
6. All changes in ownership marked on entries must be accompanied with a copy of the changed registration form.
7. Records must be received within 14 days or be postmarked within 10 days of the approved trial(s). See **Ch VI Section 1** of the current Running Rules.

### **Most Frequent Records Errors**

1. Copy of **acceptable registration** not included.
2. **Incomplete** Records sheets. This most frequently is the **BIF sheet** but occurs with **breed sheets**.
3. **Not marking forfeits**, just marking the placement(s).
4. **Missing club/date information at the top of the entry.**
5. **Missing entries** for hounds listed on Record sheet(s) but marked **lame, in-season**, etc.
6. **Entry size** is to be 5 ½ X 8 ½.
7. **Addition errors**. I am of the belief that as owners as we check the posted scores we too should be checking the addition. Field Trial Secretaries should recheck the records prior to submitting. If you find the error, initiate the action to correct (i.e. notify owners of error), and include a letter detailing error and steps taken then no Error Notice will be sent.
8. **Missing signatures** on both entries and judges' sheets.
9. **Giving hounds placements that have not total 50% of possible combined score.**